

Staff Senate Agenda
Friday, April 29, 2016
Poore Conference Room, University Relations Center
9:00 – 10:00 a.m.

- 1) Minutes of previous meeting
- 2) Senate development plan – Progress Reports
- 3) Welcome Packet assembly
- 4) Summer Edition Newsletter Ideas
- 5) Round table

Staff Senate Meeting Minutes
Friday, April 29, 2016
Dyk Conference Room, University Relations Center
9:00 – 10:00 am

Present: Peggy McCoy, Theresa O'Leary, Scott Forthofer, Peggy Delaney, Angela Stillwagon, Frances Holmes, Amanda Shroyer

Absent: Melissa Kump, Marilyn Patrick, Joyce O'Neill

Agenda Items

1) The minutes from the April 15, 2016 meeting were approved.

2) Senate development plan- progress reports

Welcome Packets: Welcome packets were assembled by senators. The list of employees will be reviewed at the next meeting and senator will be assigned names of new staff to receive the Welcome packets. Staff Senate mugs were giftwrapped for Faye Wilson and Annalee Werkmeister to thank them for their past senate service.

Constitution and Bylaws update: Peggy D. is drafting changes to the constitution and will post them on Moodle for senate review and revision.

Newsletter: Ideas for the next edition (Summer Term): Plant-In (Staff Senate to participate), Kids' College article, new employee list, upcoming MUSSA meeting with the Board of Regents, highlight of the Ask the Senate and Pat on the Back forms, article about Dining Services and Larry Surrisi, its new director, and information about the first Brown Bag session and topic. The Summer Term newsletter will be published the end of June. Article assignments will be made at next meeting. Articles will be emailed to Theresa Froelich-O' Leary by June 19th for formatting.

Pat on the Back and Ask the Senate forms: Peggy D. asked Melissa Kump if she would be a member of the Ask the Senate subcommittee. Melissa agreed. Peggy D. will ask Casey to send the link to the pages for final review and revision. Casey will then activate the pages. Peggy D. will draft procedures on how to process submissions on both pages and post on Moodle for senate review and revision.

Brown Bag Lunch Schedule-Carmen is working on schedule.

Senate Activities: **Kids' College** – Newsletter article will be written about senator and other staff involvement in Kids' College. **Hiking Trails**-Dan Stirling sent Peggy the BSB Parks and Recreation hiking trail link <http://www.co.silverbow.mt.us/454/Trails-Outdoor-Recreation>.

Include link in Summer Term newsletter article. Entry fees were for **Chamber of Commerce golf tournament** and the **CCCS Relay for Life golf scramble** were discussed. It was suggested to announce both tourneys in newsletter to see if we could get a Montana Tech Staff team together to participate. **Bookstore 5K run:** Scott reported that the Bookstore was re-evaluating their annual 5K run. He will keep us posted on its continuation. **Coat exchange:** Scott reported that a significant drop number of foreign students due to the downturn in Brazil's economy. These are the students that usually need winter coats. He suggested that Montana Tech staff and senate partner with an existing coat exchange program in the city to

learn how to do and to determine who benefits from the programs. Senators will find out what groups sponsor this type of activity. **Library Laser Tag:** Scott suggested this as a summer staff/student activity. Scott had mentioned it to Library Director, Scott Juskiewicz. Scott F. will follow up with Scott J. **FOLF tournament:** Holding a staff/student Folf tournament was also proposed and will be discussed further at the next meeting. A Montana Tech Staff Health day was proposed for the upcoming summer session. Activities for the day might include an orientation on employee access to the HPER and use of the massage chair in Student Housing. To be discussed further at next meeting. **Move-in Day:** Suggested that Staff Senate participate in this and an article be written about it.

Staff Senate T-Shirts: It was suggested that Staff Senate T-shirts be purchased for senators to wear at functions they volunteer for and activities they participate in. T-shirt purchase estimates will be presented at the next meeting.

Staff Senate Brochure: Peggy D. asked senators to review and revise two drafts of a Staff Senate brochure (posted on Moodle under Action Items). Brochures will need to be printed to hand out at TGIF's, Staff Senate-sponsored activities, insert in the Welcome packets, etc.

Staff Senate Budget: Peggy M. suggested that the senate develop a budget to include funds for activities that it wants to pursue, including brochure printing, brown bag luncheon hosting, Staff Senate T-shirts purchases, golf tournament hole sponsorships, Welcome packet supply purchases, development, hosting and advertising of Staff Senate-sponsored events. To be discussed further at the next meeting.

3) MUSSA-The next planning teleconference will be held on May 9 to prepare a MUSSA presentation to the Board of Regents at its meeting in Havre on May 18 and 19. Peggy D. received approval to attend. She reported that members of the TriO staff may prepare information and attend the meeting as well.

4) Senate Scholarship fund was not addressed at this meeting

5) Review of Montana Tech Strategic Plan; Senate input was not addressed at this meeting

Respectfully submitted,

Peggy Delaney, President